RxWeb - Carehome Module
Quick User Guide

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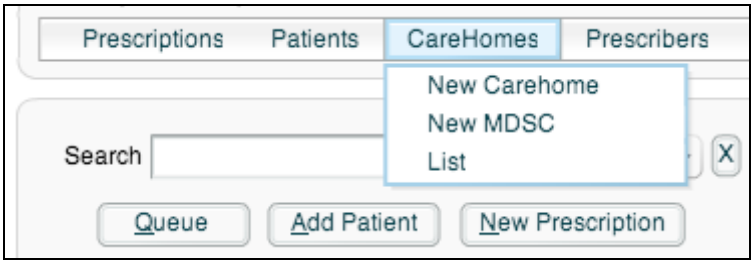
Please note this is designed as quick reference guide to assist new users with their initial use of the system. A more complete manual is available within the system by clicking on the question mark to the far right of the menu bar, below the RxWeb logo.
This guide is not designed as a substitute for training with a member of the RxWeb training team.

You are free to print as many copies of this guide as you wish, but please note it is regularly updated to reflect the latest version of RxWeb.

1. Carehome Module – Background Information

The RxWeb Carehomes module is designed to make the process of dispensing to Carehome patients simpler and faster.
Any medication dispensed through the Carehome module is recorded to the patient's record for future reference.
Carehomes are managed through the Carehomes drop down menu on the menu bar as shown below.



The Carehome system allows you to:

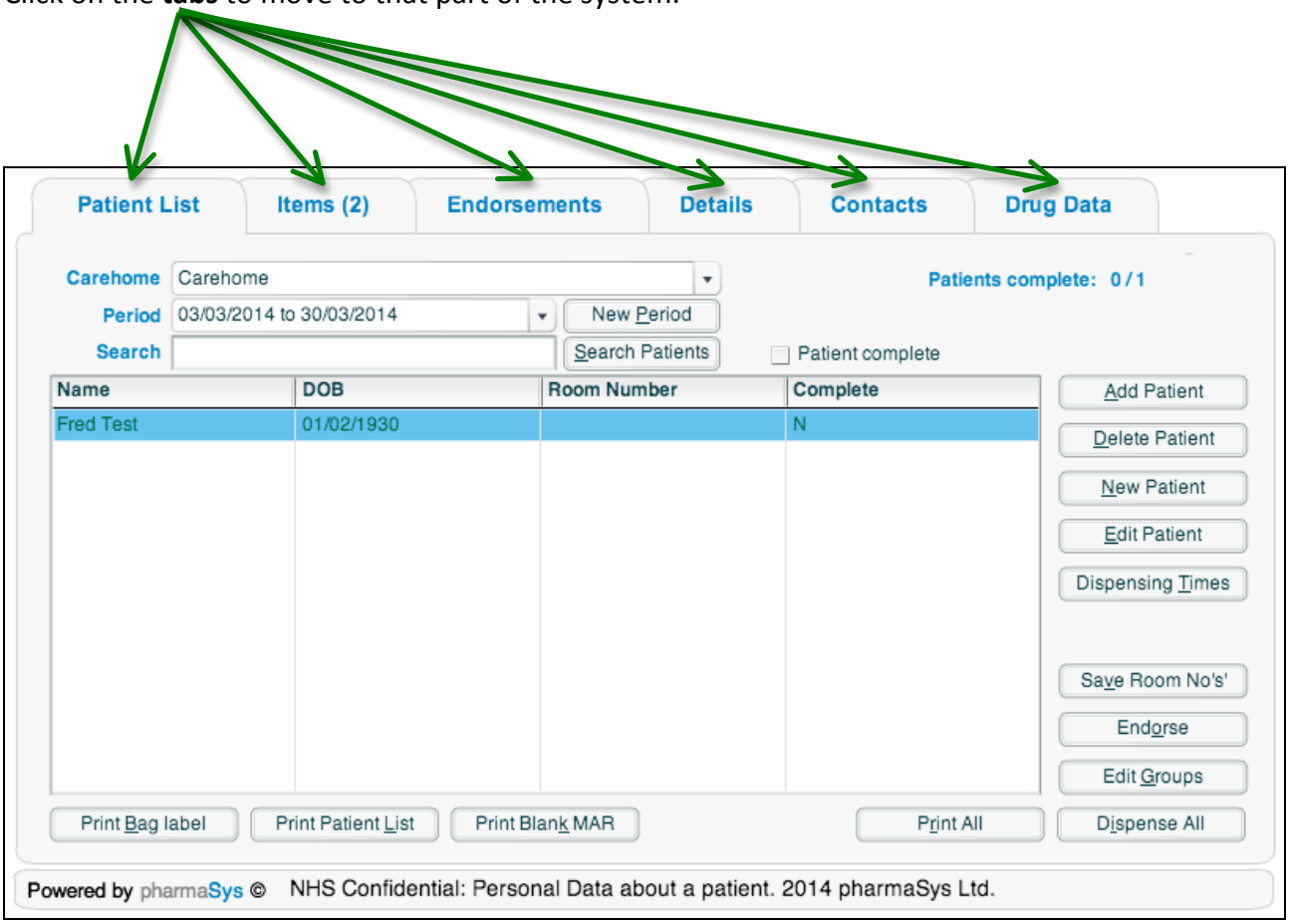
- Create Carehomes
- Add patients to those Carehomes
- Select and Dispense the medication they receive
- Print MAR Charts, Backing Sheets and Labels

You can also create groups to help manage MDSC (Monitored Dosage System in the Community) patients.

The main Carehome screen and a quick explanation of the different areas are shown on the next page.

To go to your existing Carehomes or Community Patients, on the menu click on **CareHomes** > **List**. The following screen will then appear.

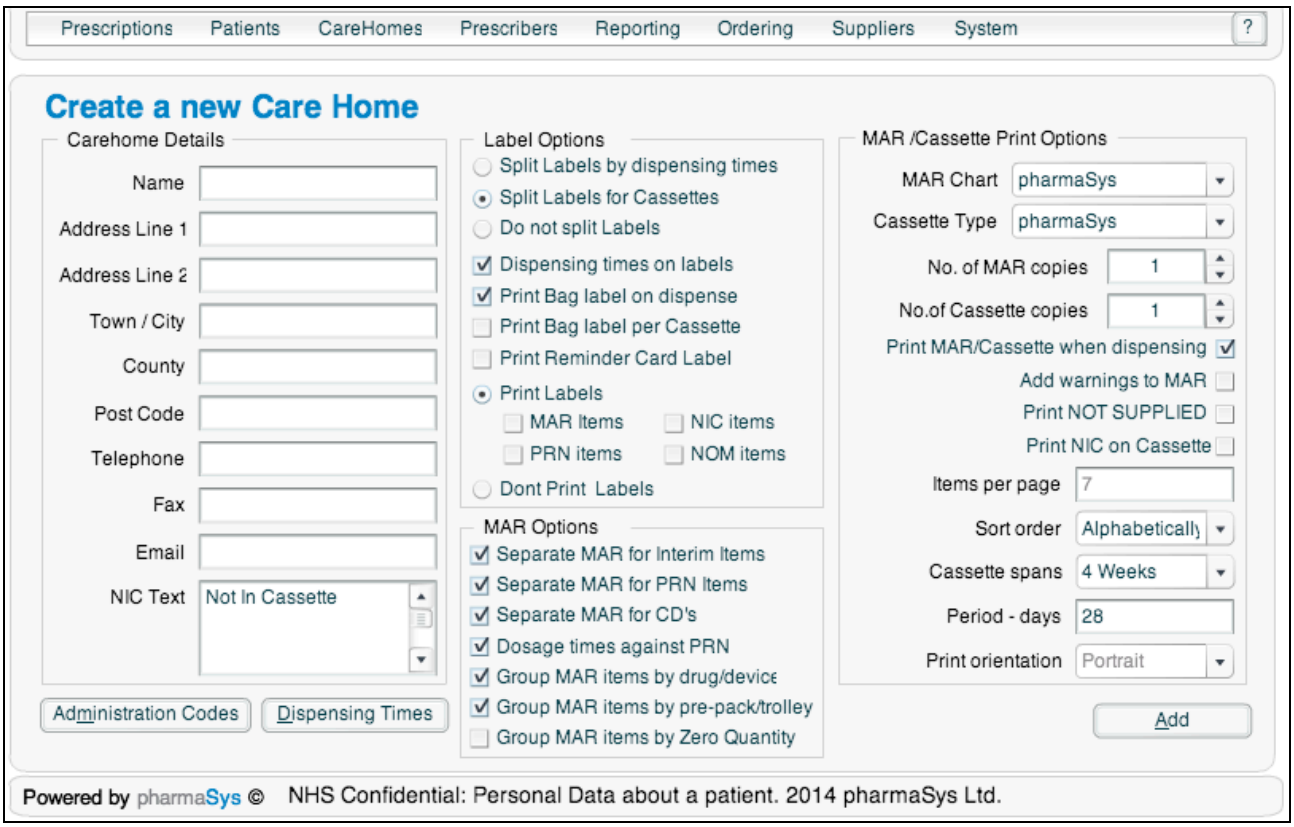
Click on the **tabs** to move to that part of the system.



- The **Patient List** tab shows a list of patients in the particular carehome or group
- The **Items** tab gives a list of items for the selected patient
- The **Endorsement** tab allows you to endorse a carehome or group
- The **Details** tab allows you to change the setup of the selected carehome or MDSC patient
- The **Contacts** tab allows you to record contact details for the selected carehome or MDSC patient
- The **Drug Data** tab allows you to record the shape, colour and marking of each drug.

2. Adding a Carehome

To add a new Carehome, click on **CareHomes** in the menu bar and select **New Carehome**. The following screen will then appear.



In the **Carehome Details** section on the left of the screen, enter the name and address of the Carehome.

The **Administration Codes** button is for editing the administration key that appears on the bottom of the MAR chart
The **Dispensing Times** button is used to set the dispensing times for the carehome (you can change these for individual patients at a later date if you need to).

The **Label Options** section in the centre of the screen allows you to control how the labels are printed. These options are explained below:

Option	Function
Split Labels by dispensing times	Split the labels to include a label for each dispensing time
Split Labels for Cassettes	Split the labels to suit cassettes. For example, if you split the dispensing period into 4 weekly cassettes, you will get four labels with the quantity correctly split over the labels
Do not split labels	Only print one label per item
Dispensing times on labels	Prints the drug dispensing times on the item labels
Print Bag label on dispense	Print a bag label for the patient by default
Print Bag label per Cassette	Print a bag label for the number of cassettes. For example, if you split the dispensing period into 4 weekly cassettes, you will get 4 bag labels
Print Reminder Card Label	Print an additional label for any items marked as NIC (Not in Cassette)
Print Labels – MAR Items	Print labels for your general items
Print Labels – PRN Items	Print labels for items marked as PRN
Print Labels – NIC Items	Print labels for items marked as NIC
Print Labels – NOM Items	Print labels for items marked as NOM (Not On MAR)
Don't Print Labels	Do not print labels for any items in the carehome

The **MAR Options** section in the centre of the screen allows you to control how MAR charts are organised. These options are explained below:

Option	Function
Separate MAR for Interim Items	Create a separate MAR sheet for interim items
Separate MAR for PRN Items	Create a separate MAR sheet for PRN items
Separate MAR for CD's	Create a separate MAR sheet for controlled drugs
Dosage times against PRN	Include a dose time for PRN items.
Group MAR items by drug/device	Group the items on the MAR sheet by drug then devices
Group MAR items by pre-pack/trolley	Group the MAR items by pre pack then trolley items
Group MAR items by Zero Quantity	List all the zero quantity items at the end of the MAR chart

The **MAR / Cassette Print Options** section on the right side of the screen allows you to customise the way MAR sheets are printed. These options are explained below:

Option	Function
MAR Chart	Select the MAR template you wish to use
Cassette Type	Select the Cassette template you wish to use
No. of MAR copies	The number of MAR copies you wish to print
No. of Cassette copies	The number of Cassette copies you wish to print
Print MAR/Cassette when dispensing	Print the MAR sheets and Cassette sheets automatically when you dispense the patient
Add warnings to MAR	Include drug warnings on the MAR and Cassette sheets
Print NOT SUPPLIED	Include items which are dispensed with a ZERO quantity on the MAR and Cassette sheets
Print NIC on Cassette	Include any items marked as NIC on the MAR and Cassette sheets
Items per page	The number of items to include on the MAR
Sort order	Sort items alphabetically or by time
Cassette spans	The number of weeks each cassette spans within the dispensing period
Period - days	The length of the dispensing period
Print orientation	Portrait or landscape for the paperwork

When you have finished entering all the details for the carehome, click on the **Add** button in the bottom right corner

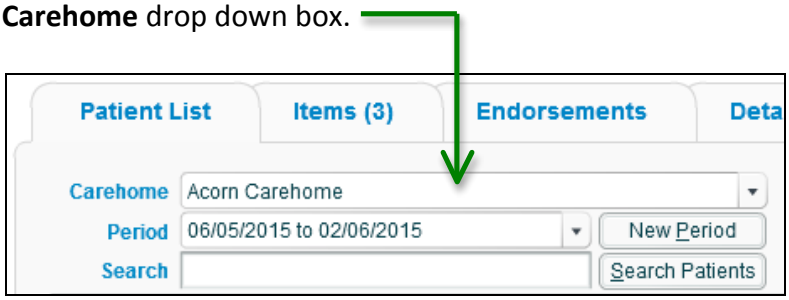
You can go back and change these details later (with the **Details Tab**) if you have made a mistake or wish to make changes in the future.

3. Adding Patients to a Carehome

Once you have created your Carehome, you need to tell the system which patients are resident there.

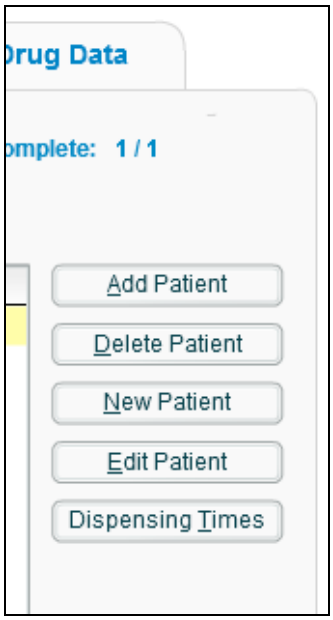
On the right-hand side of the **Patient List** screen there are some buttons.

When dealing with patients and carehomes, you first need to select the Carehome you wish to deal with from the **Carehome** drop down box.



If the patient you wish to add is an existing patient, you can use the **Add Patient** button

If you wish to add a patient you have not dispensed to before, use the **New Patient** button



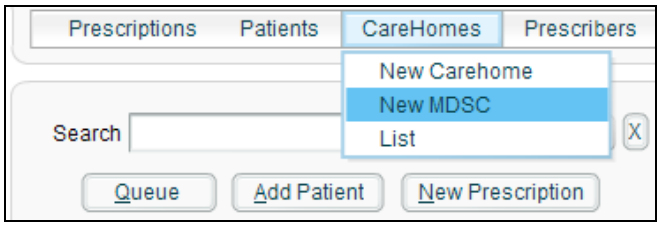
The **Delete Patient** button removes the patient from that home. (*It does not delete the patient's record from the system, it simply removes their name from the list of patients at that Carehome.)*

You can edit a patients details with the **Edit Patient** button

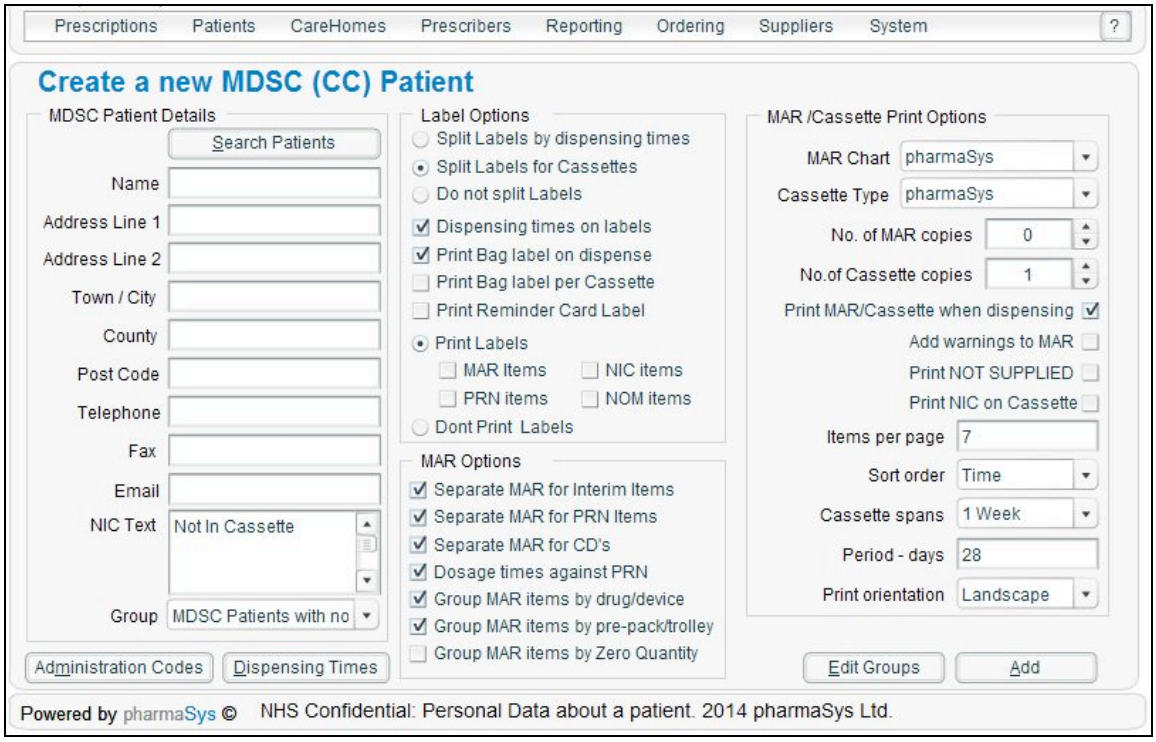
The **Dispensing Times** button allows you to change individual dispensing times for selected patients

4. Adding a Community Patient

Community Patients are added using the New MDSC option from the CareHomes menu as shown below.



When you select New MDSC the following screen will appear.



You can use the **Search Patients** button to search for an existing patient to set them up as an MDSC patient, (if you wish to create a new patient, you will need to do this through the Patients menu and then go back to the above screen).

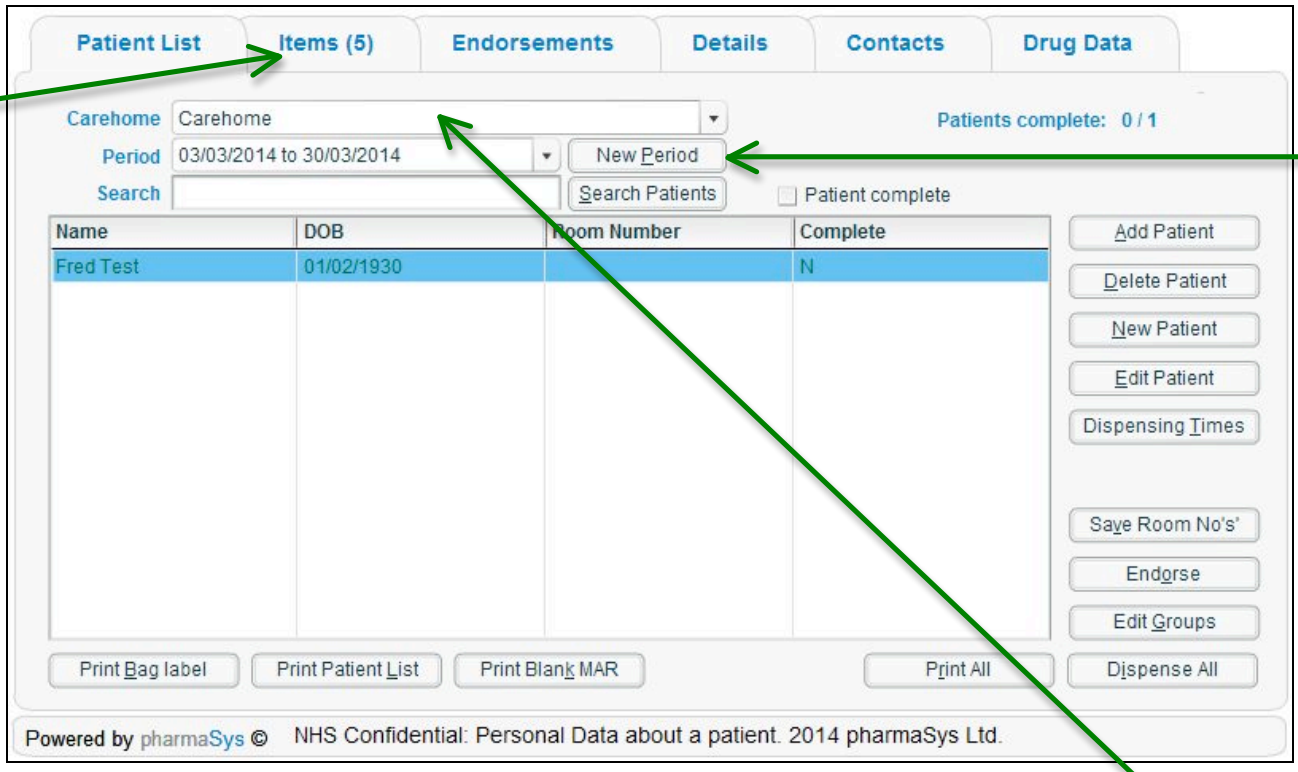
You can use the **Edit Groups** button to create groups to place your MDSC patients into. For example, you could create groups labeled with the days of the week, so that all the patients which are dispensed to on a Monday are grouped together, Tuesday are grouped together, etc. Patients within the same group can have different dispensing periods. The **Group** drop down menu in the bottom left of the screen allows you to select which group to place your patient in.

The **Label** and **MAR** options are the same as for **Carehome** patients, as detailed in Chapter 2.

When you have finished adding your patients details, click on the **Add** button in the bottom right corner to add the patient.

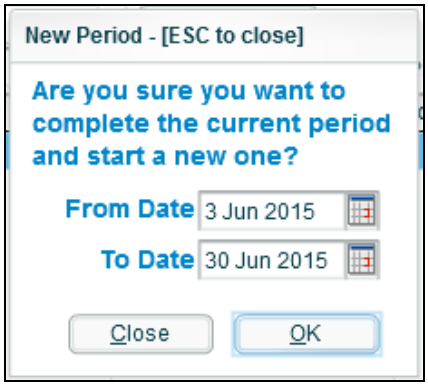
5. Dispensing to Carehome and Community Patients

To dispense to a patient, click the **CareHome** option on the menu bar at the top of RxWeb and then select **List**, the following screen will open.



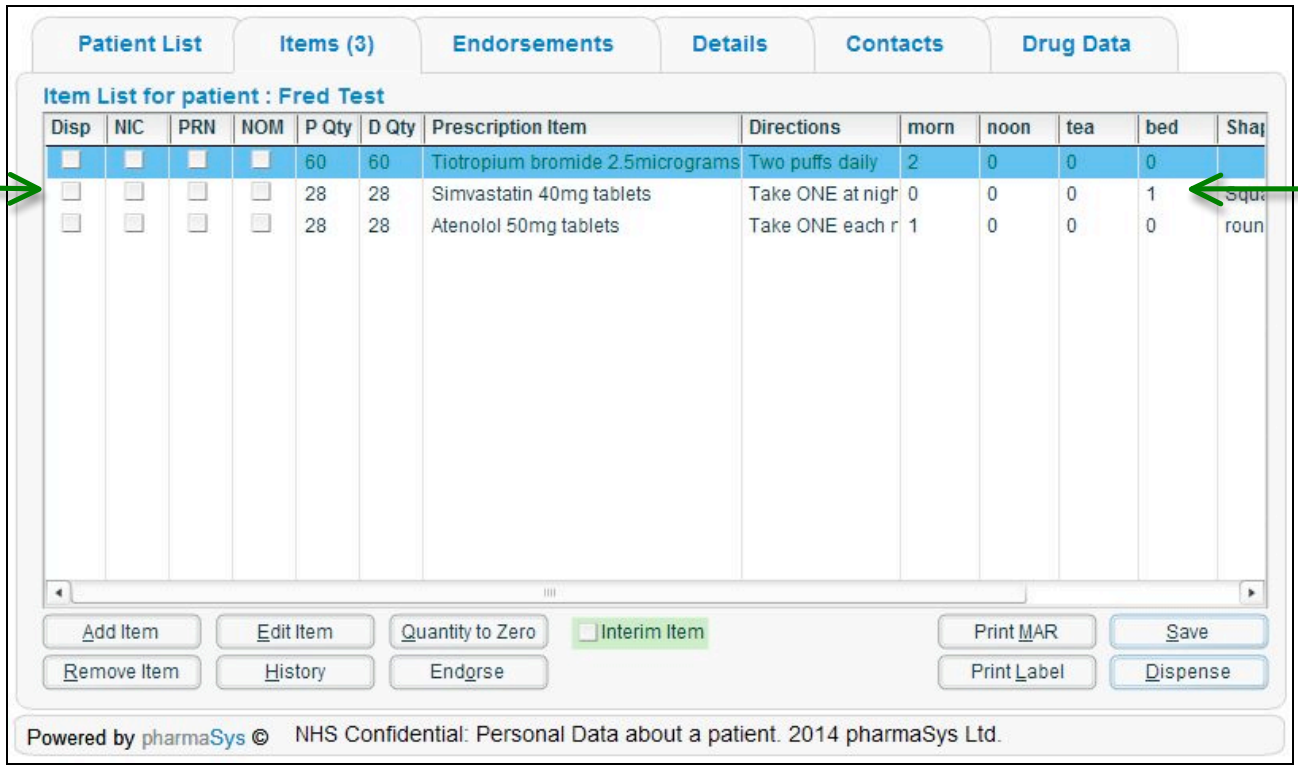
Select the Carehome or MDSC group that you wish to dispense to from the drop down menu.

Now set the start date for the dispensing period, you can do this by clicking on the **New Period** button.


New Period - [ESC to close]
Are you sure you want to complete the current period and start a new one?
From Date
3 Jun 2015
To Date
30 Jun 2015
Close
OK

Select the **From Date** and the **To Date** will automatically be completed based on the length of dispensing period you entered when you set up the Carehome or MDSC Patient, eg. 28 days. Carehome periods apply to all residents in the home, whilst MDSC patients periods apply only to the selected patient.

You now need to click on the patient you wish to dispense to and then click on the **Items** tab. This will then take you to the items screen as shown on the next page.


Patient List
Items (3)
Endorsements
Details
Contacts
Drug Data
Item List for patient : Fred Test
Disp NIC PRN NOM P Qty D Qty Prescription Item Directions morn noon tea bed
60 60 Tiotropium bromide 2.5micrograms Two puffs daily 2 0 0 0
28 28 Simvastatin 40mg tablets Take ONE at nigh 0 0 0 1
28 28 Atenolol 50mg tablets Take ONE each r 1 0 0 0
Add Item
Edit Item
Quantity to Zero
Interim Item
Print MAR
Save
Remove Item
History
Endorse
Print Label
Dispense
Powered by pharmaSys ©
NHS Confidential: Personal Data about a patient. 2014 pharmaSys Ltd.

To add items for dispensing, click on the **Add Item** button at the bottom left of the screen.

You can also edit and remove items from this screen by using the **Edit Item** and **Remove Item** buttons.

You do not need to tick any boxes in the **Disp** column, RxWeb will do this automatically once you have dispensed that item to a patient.

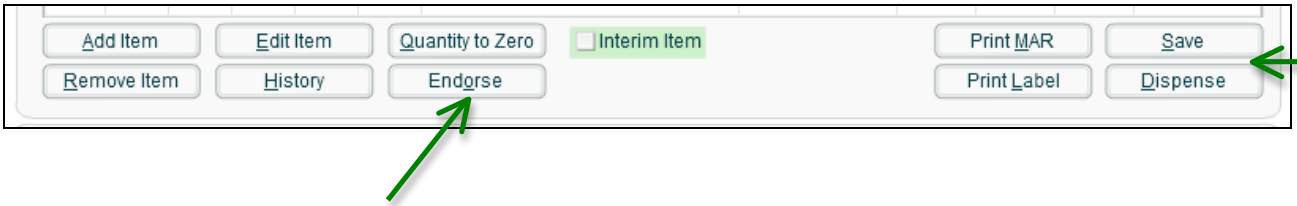
You can tick the **NIC** column to mark an item as *Not In Cassette* (E.g. liquids, creams, inhalers, etc)

Tick the **PRN** column to mark an item as '*When Required*'

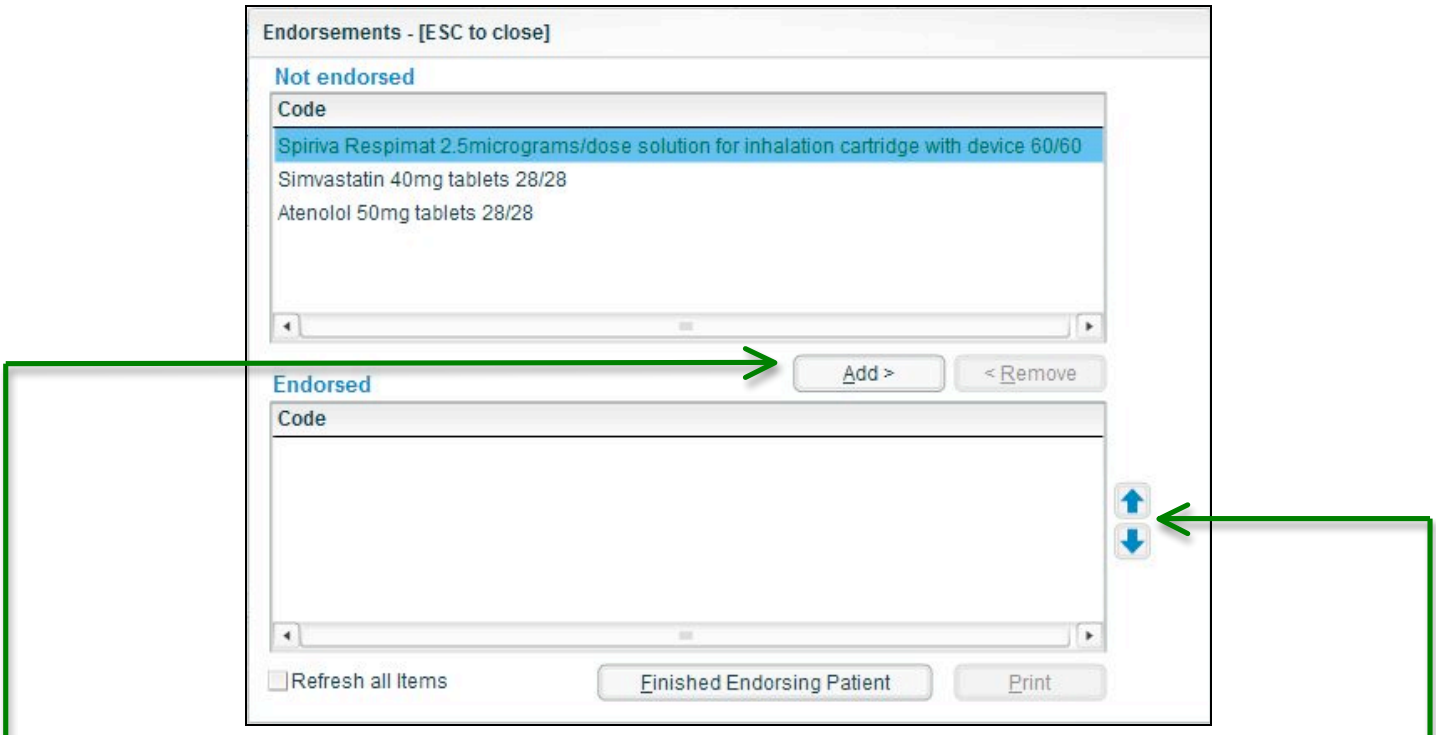
Tick the **NOM** (Not On MAR) column to exclude an item from the MAR chart.

You now need to enter the dose times for each drug. Simply click under the appropriate dispensing time column for each drug (you can use the **TAB** key to move quickly through them) and type in the quantity to be taken at that particular time.

When everything is set correctly, click on the **Save** button. If you wish to dispense to the patient, click on the **Dispense** button.
If selected, your MAR charts, labels and cassette sheets will now print. Once the patient is dispensed, you will see that the tick boxes in the **Disp** column will now be ticked. This indicates that the items are now recorded in the patients PMR history.



You can now click on the **Endorse** button to open the endorsing screen for that patient, as shown on the next page.



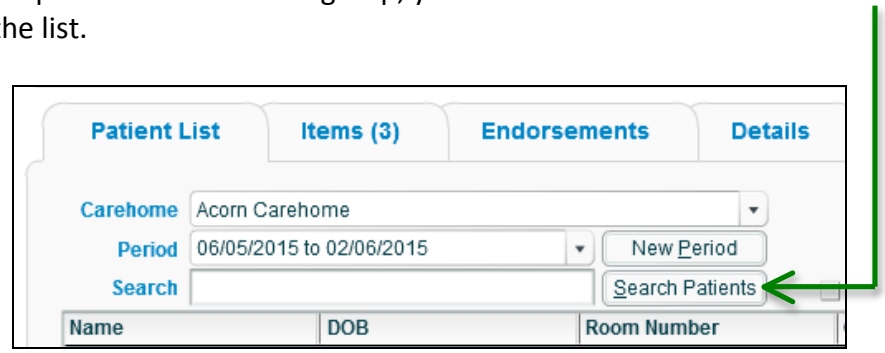
Use the **Add >** button to move selected items from the **Not endorsed** window at the top into the **Endorsed** window at the bottom.

You can use the blue up and down buttons on the right to change the endorsing order.

Once you have your chosen items in the bottom, click on the **Print** button to print the endorsement. Repeat the process until all the items from the top window have been endorsed.

Press the **Finish Endorsing Patient** button when you have finished endorsing to exit the screen.

You then need to return to the **Patient List by clicking on the appropriate** tab. You can then select the next patient to dispense.
If you have a lot of patients in a home or group, you can use the **Search Patients** button to quickly search through the list.



Once you have completed all the dispensing for the carehome you can advance to the next dispensing period.

To do this, select the home from the list and click the **New Period** button. The new dates will apply to all the residents in the home.
To create the next dispensing period for a MDSC patient, find the patient and click the **New Period** button, dispensing periods for MDSC patients are unique to that patient.

Once you have created the new period for the Carehome or MDSC patient, and selected the patient you wish to dispense to, click on the **Items** tab.
Any items that the patient had in the previous period will be copied over to the new period.
Make any changes you need to and then click on **Dispense** to save the data to the patients record and produce the MAR charts, labels and Cassette sheets.

By copying all the items the patient had in the last period over to the new period, the rekeying of data is kept to a minimum, which makes dispensing via the Carehome module very quick.